



Policies & Procedures

GEORGIA BUILDING AUTHORITY

SUBJECT: Georgia State Capitol and Grounds

REVISED: 3/01/08

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I. General

- A. These policies concern the casual, temporary presence of members of the public in or about the buildings and grounds of the State Capitol and of other facilities owned or served by Georgia Building Authority in the vicinity of the State Capitol. The policies are promulgated by the Governor and the Authority under their respective powers over space, other than that controlled by the General Assembly. Responsibility for the Georgia Capitol Museum and tours lies with the Office of the Secretary of State. Matters not specifically addressed herein shall be as otherwise provided by applicable law.
- B. Information on and requests for temporary use of the Capitol for an event or exhibit shall be directed to the agency with jurisdiction over the space. Requests should be addressed to the appropriate office as follows:
1. Requests for temporary use of the public areas of the Capitol as defined herein, which are under the jurisdiction of the Georgia Building Authority, as keeper of public buildings and grounds, must be directed to the Executive Director, Georgia Building Authority, 1 Martin Luther King Jr. Drive, SW, Atlanta, Georgia 30334.
 2. Requests for temporary use of space under the jurisdiction of the Legislative Services Committee of the General Assembly, which includes rooms, chambers, offices, and other areas on the third and fourth floors and office space of the first and second floors of the Capitol, as assigned by the Governor, must be directed to the Committee through the Secretary of the Senate or Speaker of the House, State Capitol, Atlanta, Georgia 30334, and are not covered by these policies except for prioritization of uses.
 3. Request for temporary use of space occupied by the Office of Secretary of State, the Georgia Capitol Museum or for guided tours under the auspices of Office of Secretary of State shall be addressed to that office and are not covered by these policies, except for prioritization of uses. Requests involving the museum shall go to the Director of Archives, who manages the Capitol Museum, while requests regarding guided tours shall go to the Capitol Tour Desk Manager.
- C. The following procedures shall be followed in the administration and operation of the public areas of the Georgia State Capitol.
- D. These policies as existing or as amended shall become effective on July 1, 1996, and shall apply to all events scheduled to take place after that date, unless amended.

II. Definitions

The following words and terms, when used in this document, shall have the following meanings, unless the context clearly indicates otherwise.

- A. Capitol: The Georgia State Capitol. Unless otherwise specified, the use of the term "Capitol" will be taken to include the interior and exterior of the building and its grounds.
- B. Event: Any press conference, performance, ceremony, presentation, meeting, rally, reception, or gathering of people for a common purpose or cause to be held in the public areas of the Capitol. Guided tours are deemed to be an event, but only for purposes of prioritization of uses.
- C. Exhibit: Any temporarily attended or unattended display, including but not limited to paintings, sculptures, arts and crafts, photographs, or other graphic displays; public service and educational presentations; and historical displays.
- D. Public Areas of the Capitol (Indoor): The indoor public areas of the Capitol include the Rotunda and its North and South Wings, the main corridors, and the Grand Staircases.
- E. Public Areas of the Capitol (Outdoor): The outdoor public areas of the Capitol include the exterior walls and surfaces of the building, first floor (street level) and second floor entrances, porches, staircases, and the Capitol's grounds, defined as the property on which the State Capitol building is situated, bordered on the north by Martin Luther King, Jr. Drive, on the east by Capitol Avenue, on the south by Mitchell Street (Capitol Square), and on the west by Washington Street.
- F. Public Purpose: Events and exhibits whose primary intended purpose is to promote the interests or general welfare of inhabitants or residents within the state are deemed to be for a public purpose. Events, exhibits, and functions, which are inherently private in nature, are deemed to lack a public purpose, unless the applicant can demonstrate a public purpose to the satisfaction of the approving entity.
- G. Security: Capitol Police Division of the Department of Public Safety and any additional law enforcement personnel called into service to assist Capitol Police Division.

III. General Condition Governing the Temporary Use of Public Areas of the Capitol

The following general conditions apply to temporary use of all public areas of the Capitol. For additional conditions specific to the indoor or outdoor public areas of the Capitol, see Sections IV and V.

- A. The public areas of the Capitol may be used on a temporary basis for a public purpose by any public agency, instrumentality, governmental body, or official for governmental purposes, or by any person or group of persons, or by any private nonprofit, religious, fraternal, or veterans' organization.
- B. The conduct of official public business by the agencies of the State and branches of State Government which normally occupy and use the Capitol building and its grounds shall take precedence over any other requested use of public areas of the Capitol.
- C. The Georgia Building Authority or its designee may determine priority in the temporary use of the public areas of the Capitol as provided in these policies.

- D. In order to inform organizations and persons of the procedures for the temporary use of public outdoor areas of the Capitol, it is recommended, but not required, that organizations and persons desiring to use the outdoor public areas for events advise the Georgia Building Authority of the date and time of the activity. See Section V for additional conditions governing outdoor public areas. Reservations of date, time, and space are required for all exhibits and for events in indoor public areas. Priority in considering reservation requests and scheduling will be determined based upon the date of receipt of the completed request form. See Section VII for reservation procedures. Where more than one event sponsor, participant, or exhibitor desires the temporary use of a space at the same time, separate areas within available space may be designated, if space and participant estimates allow. Where space is insufficient or participants exceed capacity, limitations upon size may be ordered. Where concurrent accommodation cannot be made, priority shall be given to persons who have completed prior reservations with the Authority's staff. Priority otherwise shall be on a first-come, first-served basis, taking into consideration ongoing governmental activities, scheduled guided tours, and other previously scheduled events and exhibits.
- E. Reservation requests for events must be received at least fifteen (15) days in advance of the date desired.
- F. Reservation requests for exhibits should be received at least thirty (30) days in advance of the date requested.
- G. Press conference events may be reserved for a maximum of one (1) hour.
- H. No more than one event will be scheduled for the Capitol outdoor public areas for the same time on the same day unless space and participant estimates allow, without undue disruption of ongoing governmental activities.
- I. No more than one event will be scheduled for the Capitol indoor public areas for the same time on the same day, unless space and participant estimates allow, without undue disruption of ongoing governmental activities.
- J. Where space has been reserved and the event participants do not arrive at the scheduled time, the Executive Director of the Georgia Building Authority or his designee may reschedule the latecomer's event as long as the rescheduled event does not interfere with another scheduled event or ongoing governmental activities.
- K. No event or exhibit shall be scheduled for more than five (5) consecutive business days, or for more than ten (10) business days in any one calendar month.
- L. Exhibits must be removed by 4:15 p.m. on the last scheduled day.
- M. The Georgia Building Authority has limited equipment (i.e., public address system, chairs, tables, podium, etc.) for use at exhibits or events. Arrangements may be made for the Georgia Building Authority to provide such equipment upon payment of reasonable charges, if available; otherwise, it shall be provided by the persons or organization sponsoring the event or exhibit at their own expense. If equipment is required, the Georgia Building Authority should be contacted to discuss availability and intended use and to place a reservation. Requests for equipment should be made at the time of application to reserve space for the event or exhibit. Persons or

organizations using such equipment will be responsible for any damage to or loss of that equipment.

- N. Fees may be charged by the Georgia Building Authority for the use of equipment and utilities; for labor to set up, operate, and / or remove equipment provided; or for storage of materials and items not removed by participants in accordance with these policies.
- O. Public temporary use of the Capitol shall not disrupt or interfere with any legislative session or the conduct of official public business by agencies of the State which normally occupy and use the Capitol and surrounding areas and shall not affect the safety and well-being of the persons conducting the work of these agencies or other occupants of the Capitol and surrounding areas, including safe, unhindered passage way for all persons. No event participant or exhibit shall block any entrance or exit of the building or impede free access to the building by its occupants or the public. A sidewalk may be deemed hindered if two persons may not proceed conveniently abreast at a normal distance. A door may be deemed hindered if it is inconvenient to proceed directly through and out onto unhindered passageway.
- P. Posting, hanging, or affixing signs, banners, flags, announcements, documents, or decorations on any exterior or interior wall, ceiling, railing, lamp, light well, floor, door, window, monument, statuary, fence, tree, or other surface of the public areas of the Capitol by use of stickers, labels, tape, tacks, nails, staples, or other attachments or adhesive material or the projection of any images on or upon any exterior wall is prohibited except as provided herein. Exhibits must be freestanding or placed on a table. No item may be leaned against exterior or interior walls, pillars, portraits, furnishings, staircases, or other feature of the Capitol. Only hand-held signs are permitted during an event, as long as such signs are removed by the holder at the conclusion of the event. Additional restrictions apply to certain hand-held signs used during indoor events. See Section IV. No item or material with the potential to damage the Capitol may be used in connection with an exhibit or event. All items and materials in the control or possession of the organization or persons using the public areas must be removed from the areas at the conclusion of an exhibit or event.
- Q. Defacing or damaging the exterior walls and surfaces of the Capitol building, including the entrances, porches, and staircases, and its grounds, including trees, shrubbery, flowers, lawns, sidewalks, fences, lighting fixtures, light wells, fire hydrants, benches, statues, monuments, plaques, and such subterranean features as are necessary for the maintenance and operation of the Capitol (such as lawn sprinkler systems, sewer and water mains, electrical conduit, etc.), or any other feature in any manner is not allowed and is punishable by law.
- R. No one shall climb upon the statues, memorials, or other facilities except stairs intended for passageway. No one shall go upon the grass and gardens of the grounds. No one may throw any object. Noise so loud that it interferes with the normal operations of State government or which disturbs, injures, or endangers the comfort, repose, health, peace, or safety of others is prohibited. Sound or noise which is audible to a person of normal hearing ability more than 250 feet from the point of origin of such sound or noise (in outdoor public areas) and 50 feet (in indoor public areas) shall be presumed to be disturbing for purposes of these policies.

- S. If candles are to be used in connection with an event, advance notification must be given for safety purposes. All candles must be in a freestanding candleholder. No candle or candleholder may be hand-held. No other open flames or ignited materials are permitted.
- T. Soliciting is prohibited on Capitol Property or any other property owned or controlled by the Georgia Building Authority. Actions considered to be soliciting include, but are not limited to, panhandling, advertising, distributing propaganda, or any other activity for the benefit of a private individual or group of individuals.
- U. No items may be sold or funds solicited in connection with any event unless such sale is an incidental and integral part of the "speech" component of the event and constitutes more than a mere proposal for a commercial transaction. Organizations or persons contemplating the sale referenced above must have written consent from the Executive Director of the Georgia Building Authority as required by OCGA § 50-9-9(b).
- V. Organizations or persons requesting to temporarily use the Capitol, whose planned activities are akin to those functions carried out under license by agreement with the Georgia Building Authority (such as catered receptions), or whose activities may subject the participant and the Authority to liability claims, may be required to provide general commercial insurance coverage in the same manner as a licensee of the Authority and shall in like manner indemnify and hold harmless the State of Georgia, the Authority, its departments, agents, and employees from and against any and all suits, damages, claims, or other liabilities due to personal injury or death, damage to or loss of property to the State or to others, or for any other injury or damage arising out of or resulting from the temporary use of the Capitol.
- W. Liability: Organizations and persons temporarily using the public areas of the Capitol for events or exhibits shall be responsible for returning the areas used in conducting their events or exhibits to their condition prior to the event or exhibit.
1. Organizations and persons temporarily using the public areas of the Capitol for events or exhibits shall be responsible for any vandalism, damage, breakage, loss, or other destruction to the Capitol or its grounds caused by their activities. Costs will be assessed for damages incurred. The cost of the repair will include the costs for the services of specialists in relevant historical restoration skills as determined by the Georgia Building Authority.
 2. Organizations and persons temporarily using the public areas of the Capitol for events or exhibits shall release the State of Georgia, Georgia Building Authority, its members, officers, agents, and employees against any and all damages, claims, or other liabilities due to personal injury or death, or damage to or loss of property to others, arising out of the temporary use of the Capitol, except to the extent of the sole negligence of the Authority.
- X. For security and public safety purposes, entrance to the Georgia State Capitol is monitored by Capitol Police Division. Access to the indoor public areas of the Capitol is conditional upon consent to search and inspection. All persons must pass through the detector and must present purses, packages, briefcases, and other objects for separate inspection. Further search may be required if warranted by the initial inspection. Weapons and dangerous instruments are prohibited. Proper identification of all employees and any other visitor is required as a condition of entry and may be

requested at any time. Employees or other persons may be required to sign a registration sheet after normal working hours or when the building is closed.

Y. Permitted temporary uses of the Capitol are conditioned upon compliance with these policies and payment of applicable fees. A person who refuses to adhere to these conditions is subject to criminal penalties provided by law, to immediate removal from the Capitol building or grounds, or both, by the Executive Director of the Georgia Building Authority, its staff, Capitol Police Division or any other person designated by the Georgia Building Authority. Nothing contained herein shall be construed as limiting prosecution under any existing or future law, including but not limited to OCGA§ 50-16-5 and 50-16-14.

Z. Capitol Police Division reserves the right to suspend or modify these policies and adopt temporary emergency policies for specific periods, if necessary, to accommodate increase or decrease in demand or access or to protect public property and its occupants during periods of heightened security or special circumstances not necessarily associated with a requested event under the policies. Criteria to be considered in determining a need to suspend, modify, or adopt temporary emergency policies include:

1. Whether the hours of operation of State Government offices in the vicinity of the Capitol or of the Capitol have been altered due to the special circumstances.
2. Whether streets have been closed or traffic patterns in the vicinity of the Capitol have been altered to accommodate anticipated vehicular traffic due to the special circumstances.
3. Whether pedestrian traffic anticipated in the vicinity of the Capitol due to the special circumstances would affect the ability of state employees to enter and exit the Capitol, the public's access into the Capitol, or the ability of Capitol Police Division to protect the Capitol.

IV. Additional Conditions Governing the Temporary Use of Public Areas of the Capitol

The following additional conditions governing the temporary use of the public areas of the Capitol apply specifically to use of indoor public areas. Whenever these conflict with other policies, these provisions shall govern.

- A. Visiting hours, events and exhibits in the indoor public areas of the Capitol will be scheduled only during regular hours of operation: 8:00 a.m. to 5:00 p.m. Monday through Friday. The Capitol is closed on all observed holidays as declared by the Governor.
- B. Exhibits are allowed only in the indoor public areas of the Capitol by reservation and are subject to the following conditions:
1. Exhibits intended for the indoor public areas of the Capitol will be located on the second floor in the Rotunda or in the adjacent North and South wings, as space allows. Exhibits in the North and South wings may not block stairwells.
 2. The State of Georgia and the Authority are not responsible for damage to or loss or theft of exhibits during the period of their installation, display, or removal. The

exhibitor acknowledges that no special security is provided to exhibits by Capitol Police Division.

3. Exhibitors must bear all costs of assembling, mounting, displaying, and removing exhibits and of cleaning up and restoring the exhibit space to its prior condition under the supervision of the Georgia Building Authority.
 4. All exhibits must be freestanding. Mounted materials, whether items of display or information related to displays, are to be secured to tripods, display panels, or other freestanding devices of acceptable stability, structural integrity and size.
 5. Exhibits must legibly identify to a reasonable observer their ownership or sponsorship by either a governmental or private organization or persons.
 6. Requests for exhibit space must include a clear layout, scale drawing, or sketch of the proposed exhibit, preferably as it will be displayed. The dimensions of the space required should be indicated, as well as the manner in which the exhibit will be mounted or displayed.
 7. Public access and routes of ingress and egress must be kept clear.
 8. All small exhibits must be placed on a dressed table. Dressed tables may be rented from the Authority. If the exhibit is too large to be placed on a table, it may be placed on panels of reasonable size.
 9. The exhibit must be set up in such a manner as to be stable and must not be of such size as to restrict passage or accessibility.
 10. Every effort must be made to avoid placing cords and wires in walking areas. In the event this is not possible all exposed extension cords or wires should be securely tapped down in walking areas.
 11. Audio visual exhibits and videotapes, which are continuously rewound and played over, may only be shown for a maximum of one (1) hour for each day of the scheduled event.
- C. Attendance for an indoor event must not exceed the maximum occupancy set by the State Fire Marshall of 1,725 persons, including employees and visitors. Applications for events may be turned down if simultaneous events will cause occupancy to exceed 1,725.
- D. In case of fire, bomb threat, utility malfunction, structural failure, weather condition, natural disaster, or other unforeseen emergency or threat endangering public safety or health, the Executive Director of the Georgia Building Authority, in coordination with Capitol Police Division, reserves the right to cancel and/or reschedule events, lock the Capitol, and require that entrances be used only as a means of emergency evacuation and egress. The Executive Director of the Georgia Building Authority may also modify the regular operating hours based upon budgetary, staffing, safety, or weather demands. A person shall not enter or attempt to enter through an entrance that is closed pursuant to these conditions until the emergency is over.
- E. Food and beverages shall not be served in the indoor public areas of the Capitol without prior notification and approval of The Georgia Building Authority. Food and beverages must be consumed in the area approved for an event or exhibit. Approval

for serving food and beverages at a scheduled event or exhibit will be granted only if all of the following criteria are met:

1. The applicant specifies in writing, prior to the event or exhibit, the type of food and beverages to be served, the provider of the food services, and the desired service area. Arrangements may be made for food and beverages to be provided by the Georgia Building Authority or by a Georgia Building Authority approved caterer at the expense of the applicant.
 2. The applicant assumes responsibility for the preparation, service, consumption, and removal of all food and beverages provided during the event or exhibit, except where the food and beverages are catered by a Georgia Building Authority approved caterer.
 3. The Executive Director determines that serving and consumption of the specified food and beverages will not cause physical damage to the Capitol.
- F. Smoking is prohibited in the public areas of the Capitol.
- G. Moving the Capitol's furnishings, such as furniture and lighting, is not permitted without prior approval from the Executive Director of the Georgia Building Authority. Moving of paintings and museum exhibits is not permitted without prior approval from the Director Archives, Office of Secretary of State.
- H. Tables or other items comprising the exhibit shall not be dragged or rolled on the marble floors of the Capitol.
- I. Cardboard signs and placards on sticks are not allowed in the indoor public areas of the Capitol for security and safety reasons.
- J. Helium balloons are not allowed in the indoor public areas of the Capitol.
- K. Except as may be required in the course of official state business, animals are not allowed in the indoor public areas of the Capitol. Guide dogs, however, may be used when necessary to assist disabled persons. The owner or person having the animal under his or her control shall be responsible for the animal.

V. Additional Policies and Conditions Governing the Temporary Use of Outdoor Public Areas of the Capitol

The following additional conditions governing the temporary use of the public areas of the Capitol apply specifically to use of the outdoor public areas of the Capitol. Whenever these conflict with other policies, these provisions shall govern.

- A. The Capitol grounds shall be open to the public between the hours of 6:00 a.m. and 11:00 p.m.
- B. The sidewalk and patio on the Washington Street side of the Capitol are designated as a public forum, i.e., a place for speech and expressions of opinion. Other outdoor common areas in the possession and under the control of the Georgia Building Authority may be designated by the Authority as a temporary public forum or a limited public forum.

- C. In order to assure the reasonable conduct of public business and unobstructed access to the Capitol for its occupants and the public, and to maintain the Capitol grounds, Capitol Police Division may designate, by oral or written instruction or by the use of stakes, rope, fencing, and the like, specific areas of the grounds for demonstration, assemblage, and distribution of literature, which shall apply equally to all such activities.
- D. No one shall place or leave objects upon the trees, statues, walls, or other property of the grounds.
- E. No one shall assemble or demonstrate while carrying weapons or dangerous instruments including, but not limited to: sticks, stakes, or picket handles of wood, metal, or other construct.
- F. An organization or persons temporarily using the area may be permitted to place portable toilets and other equipment in areas designated for the purpose, if convenient.
- G. An organization or persons temporarily using the area may provide electrical generators at their own expense. Access to existing outside electrical outlets may be requested. The incidental cost of these utilities must be paid for by the user unless the Executive Director or his/her designee determines that such costs are nominal and outweighed by the administrative costs and inconvenience of calculation and collection.
- H. An organization or persons may temporarily erect a canopy to protect participants from the elements, but such canopy may not be placed upon or anchored to the grass or garden areas. Sand bags are acceptable.
- I. Camping or sleeping on the Capitol grounds, as a manner of temporary residence undertaken for non-expressive purpose, is not allowed. In no event shall camping or sleeping be allowed on the grass or garden areas.
- J. Equipment or structures temporarily erected by an organization or persons, as part of an event, shall be removed daily from the grounds by the time scheduled for the closing of the grounds. Structures are required to comply with the requirements as set forth by the Fire Safety Division of the Insurance Commissioner's Office.
- K. Groups wishing to obtain a lane or street closure permit must contact the Special Operations Division of the Atlanta Police Department and comply with the directives of the City of Atlanta.

VI. Policies Governing Temporary Use of Public Areas in the Vicinity of Capitol Hill Owned by the Georgia Building Authority other than the Capitol and Capitol Grounds

The same policies and procedures which apply generally to the public areas of the Capitol and additional conditions applicable to the outdoor public areas shall to the extent practicable also apply to requests for temporary use of space in the outdoor public areas of other property of the Authority, including Georgia Plaza Park, Steve Polk Plaza, Peachtree Pedestrian Plaza, patios at either side of the front plaza entrance of the Floyd Building, and the patios at the entrances to the No. 2 Peachtree Building. In addition, the following policies with respect to these properties shall apply and control:

- A. The hours of operation of the Steve Polk Plaza and Georgia Plaza Park are 6:00 a.m. to 11:00 p.m. Some gates at these properties may be closed or locked prior to closing.
- B. The Georgia Building Authority, for its purposes, rents and licenses use of space to governmental and private persons and groups for a fee, for functions to be held on a reserved basis in the Georgia Plaza Park and the Steve Polk Plaza. Public temporary use of these outdoor public areas by those other than the licensee or its guests may be restricted during times when such space is rented or licensed for a reserved function.
- C. No public temporary uses shall be made of any parking areas or drives open to vehicular traffic, such as the vehicular entrance and turnaround at Steve Polk Plaza.
- D. No one shall climb into, wade in, or swim in any fountain located at these properties.
- E. No intention is made to designate any indoor public areas of these buildings as a forum for expressive purposes. Exhibits in the Floyd Building and the No. 2 Peachtree Building are limited to exhibits by a governmental entity on a reserved basis.

VII. Procedures for Reserving Temporary Use of the Public Areas of the Capitol

Requests for reserving temporary use of space in the public areas of the Capitol for events or exhibits must be made to the Georgia Building Authority, #1 MLK Jr. Drive, SW, Atlanta, Georgia 30334. These policies may also be viewed at www.gba.georgia.gov.

- A. Each request must be in writing and must contain the following information (incomplete requests will not be considered):
 - 1. name/address/telephone number(s) of contact person(s)
 - 2. name/address/telephone number(s) of backup contact person(s)
 - 3. name of organization
 - 4. general description of planned event or exhibit
 - 5. date(s)/time and duration requested for event or exhibit
 - 6. area requested for use
 - 7. equipment needed (tables, chairs, public address system, etc.)
 - 8. food or beverage information; and
 - 9. number of anticipated attendees.
- B. For the purpose of allocating space only, requests for exhibit space must include a photograph or sketch of the proposed exhibit, preferably as it will be displayed. A scale drawing or sketch may be substituted if a photograph is not available. The dimensions of the space required should be indicated, as well as the manner in which the exhibit will be mounted or displayed.
- C. Sponsoring organizations of events or exhibits who wish to reserve space will be required to sign an agreement acknowledging that they have read, understood, and are willing to:
 - 1. abide by the policies governing the temporary use of the public areas of the Capitol;

2. acknowledge their responsibility for property damage caused by their activities during an event or exhibit; and
 3. release the State of Georgia, Georgia Building Authority, its members, officers, agents, and employees against any and all damages, claims, or other liabilities due to personal injury or death, or damage to or loss of property to others, arising out of the temporary use of the Capitol, except to the extent of the sole negligence of the Authority.
- D. Sponsoring Organizations of events or exhibits who wish to reserve space will be required to initial, sign, and date an *Awareness Statement Guidelines and Restrictions for the State Capitol and other State Buildings* as set forth by Capitol Police Division.

Appendix

Procedures for Arranging a Capitol Tour from the Office of Secretary of State:

The following information was provided by the Office of Secretary of State. Information may be verified through the Tour Desk Manager, (404-463-4537).

- A. Regularly scheduled tours are available Monday-Friday on the hours of 10:00 a.m., 11:00 a.m., 1:00 p.m., and 2:00 p.m. Tours can be scheduled up to six (6) months in advance.
- B. No tours are available on weekends, State holidays, or any other time that the Georgia State Capitol is closed.
- C. Prearranged tours are scheduled subject to availability at the Capitol Tour Desk. Or, call (404-656-2844) or e-mail: sostour@sos.state.ga.us to schedule.
- D. The Georgia Capitol Museum on the Forth floor of the Capitol is open during the normal operating hours of the Capitol. Only self-guided tours of the Museum are available.

Board Members

Governor

Secretary of State

State Accounting Officer

Office of Treasury & Fiscal Services

Citizen Member Appointed by the Governor

Citizen Member Appointed by the Lieutenant Governor

Citizen Member Appointed by the Speaker of the House

SUBJECT: Georgia State Capitol and Grounds**REVISED:** 3/01/08**PAGE:** 12 of 12

The Building and Grounds Policies for the Georgia State Capitol and its Environs was adopted by the Georgia Building Authority on May 30, 1996. Revisions made March 2004 and March 2008. Reservation Request Forms may be obtained by contacting:

Capitol Buildings and Grounds Event Coordinator
Georgia Building Authority
1 Martin Luther King Jr. Drive, SW
Atlanta, Georgia 30334
404-657-7407